

# **LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS**

## **Job Posting**

<b>Job Title:</b>	<b>Career Center Specialist, SEEDS Manufacturing CNC Training</b>
<b>Department:</b>	Tribal Administration
<b>Reports to:</b>	Tribal Administrator
<b>Status:</b>	Exempt
<b>Salary Range:</b>	<b>\$36,121 - \$48,870</b>
<b>Level:</b>	<b>5</b>
<b>Term of Position</b>	<b>Grant funded position: ends September 29, 2019</b>
<b>Opens:</b>	<b>December 15, 2014</b>
<b>Closes:</b>	<b>January, 05, 2014</b>

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### **SUMMARY**

Responsibilities include connecting students and employers in advanced manufacturing; monitoring and reporting on employment trends; serving as a point of contact with the State of Michigan's workforce development agencies; identifying hiring outlook, workforce projections, training & skill requirements, starting wages and regionally identified institutions equipped to provide training for high demand occupations. The Career Specialist will work with the LTBB CNC Training Project Director and Manufacturing Advisory Team, the North Central Michigan College (NCMC) Director of the Mobile Manufacturing Lab, Associate Dean for Business, Health, Science, and Technology, and the Director of Corporate and Community Education. The Career Specialist will work with local employers, share environmental scanning information, identify workforce skills gaps and report findings. Additionally, this position will serve as a stakeholder's conduit responsible to the workforce, employers, school districts and communities. Will identify and participate in Career Fairs and other venues centered on workforce needs.

### **DUTIES AND RESPONSIBILITIES:**

- Provide industry data to the public as it relates to high demand jobs and the training/skills required.
- Connect prospective students with regionally identified resources for said training to create a talent pipeline.
- Develop a general knowledge and understanding of the State's workforce, industry trends and talent needs.
- Participate in and conduct regular outreach events/activities including utilization of social media for announcements and information dissemination to stakeholders.
- Provide career and job search guidance.
- Develop strong relationships with the North Central administration, faculty and staff to advance the opportunities for best practice training in advanced manufacturing.
- Build effective relationships with school district administrators, key teachers and staff, parents, corporate entities, workforce development organizations and community leaders.
- Structure communication strategies with clear messages and details utilizing various mediums to include: College and School Newsletters, websites, Facebook, College Access Centers, Community venues, the Tribal communities and the State's portal. Disseminate information to all audiences.

- Establish, monitor and report on goals in alignment with the advanced manufacturing and SEEDS project.
- Provide monthly documentation to the Project Director, documenting outcomes, reports, visits, etc.
- Participate in the advisory committee for the purpose of keeping abreast of industry and state talent needs.
- Collaborate with existing resources in the regional communities served.
- Create list serve and or distribution lists for efficient and effective outreach initiatives.
- Other duties as assigned.

### **COMPETENCIES**

Must demonstrate: strong customer service, organizational, leadership, public speaking, and interpersonal communication skills. Must portray professional image, be highly motivated, work well under pressure, detail-oriented, and able to prioritize. Must be familiar with word processing software and additional computer applications as well as social media; adaptability and problem solving required. Must have an appreciation for diversity. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree (BA) in Business or Education from four-year college or university and at least one year of work experience in an educational setting preferably higher education required. An equivalent combination of education and experience may be considered.

### **COMMENTS**

Indian preference will apply. Candidates may be required to submit a portfolio of teachings materials and/or complete a teaching demonstration. Candidate's evaluation may also include a technical proficiency evaluation.